



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109

FEB 27 2006

MEMORANDUM FOR SEE DISTRIBUTION

S: 5 April 2006

SUBJECT: Corrected Announcement of Defense Masters in Business Administration in Financial Management Program (DMBAFMP) Class of 2007 for Civilian Employees and Military Personnel, Naval Postgraduate School

1. The Defense Masters in Business Administration in Financial Management Program is an 18-month course of study delivered in six quarter sessions addressing Defense/Army Financial Management educational needs. The 96 hour graduate curriculum combines financial management and business administration theories, principles and concepts with Defense and Army resource and financial management processes and practices. DMBAFMP is open to Army GS 11-13 employees registered in the Comptroller Civilian Career Program (CP 11), to military resource managers CPT- MAJ (FA45/Finance), and to those in other career programs whose positions include significant resource and financial management duties. GS-9s in full-performance positions may also be considered. Employees with graduate degrees may be nominated, but it must be shown how their DMBAFMP attendance would benefit the Department of Defense. Military officers with MBAs are not eligible for this program.
2. This memorandum provides requirements and procedures for the nomination, selection, and attendance of Army civilian and military students in the DMBAFMP Class of 2007. It supplements guidance in AR 690-950 (Career Management) and the OASA (M&RA) Army Civilian Training, Education & Development System FY 06 Training Catalog. Program details and application instructions are at Attachment 1, and selection criteria and forms for Army nomination packets are at Attachment 2. Most Naval Postgraduate School requirements for admission will be completed only by confirmed selectees. DMBAFMP starts in July 2006 and ends in December 2007. Nominations are due April 5, 2006.
3. Army civilian and military candidates will be competitively selected during 2nd Qtr FY 2006 by a DA central board. Candidates must take the Graduate Management Admission Test (GMAT) and receive formal test results prior to the application deadline. GMAT scores are valid for five years, and a 500 score is required for admittance.
4. Civilians on long-term training will be on a TDY basis, at up to 55 percent of the per diem rate for Monterey, CA. TDY begins late June 2006 and ends the day after DMBAFMP graduation in December 2007. Military will be on PCS orders to Monterey, CA. For more information, please call DSN 222-7413, (703) 692-7413 or e-mail proponency@hqda.army.mil.

Terry L. Placek

Terry L. Placek
Functional Chief Representative
Comptroller Civilian Career Program

Attachments

DISTRIBUTION:

Army Civilian Personnel Advisory Centers (ATTN R&P and T&D)

HQDA

SAMR-CP	SAAA-RM	SFCP-CO	DAIM-ZA	SAFM
SACW	SAAG-ZA	JDRSW	DAPR	
SAIE	SAIS-ZC	DALO-RM	DAMI-ZB	
SAAL-ZAC	NGB-ARC	DAMO-ZR	DAAR-CO	

COMMANDERS

- US Army Forces Command (AFRM)
- US Army Pacific (APRM)
- US Army Europe and Seventh Army (AEAGF)
- US Army Materiel Command (AMCRM)
- US Army Training and Doctrine Command (ATRM)
- US Army Medical Command (MCRM)
- US Army Corps of Engineers (CERM)
- US Army Military District of Washington (ANRM)
- Eighth US Army (FKRM)
- US Army South (SORM)
- US Army Criminal Investigation Command (CISP-RM)
- US Army Intelligence and Security Command (IARM)
- US Army Military Entrance Processing Command (MEPCRM)
- US Army Special Operations Command (AORM)
- US Army Space and Missile Defense Command (CSMD-RM)
- Surface Deployment and Distribution Command (MSDDC)
- US Army Concepts Analysis Agency (CSCA-MSF)
- US Army Force Management Support Agency (MOFI)
- HQ, European Command (USEUCOM)
- HQ, Southern Command (USCICSOU)
- Superintendent, US Military Academy (MARM)

PROGRAM EXECUTIVE OFFICERS

- Ammunition (SFAE-AMO)
- Aviation (SFAE-AV)
- Command, Control & Communication (Tactical) (SFAE-C3T)
- Combat Support and Combat Service Support (SFAE-CSS)
- Enterprise Information Systems (SFAE-EIS)
- Ground Combat Systems (SFAE-GCS)
- Intelligence, Electronic Warfare and Sensors (SFAE-IEW&S)
- Soldier (SFAE-SDR)
- Simulation, Training and Instrumentation (SFAE-STR)
- Missiles and Space (SFAE-MSLS)

CF: Dean, Graduate School of Business and Public Policy, Naval Postgraduate School
OASA(M&RA) - Central Programs Division

Naval Postgraduate School
Graduate School of Business and Public Policy

The mission of the Naval Postgraduate School is to offer relevant and advanced graduate education and research programs that prepare students to advance the combat effectiveness of the military services while enhancing the security of the United States.

The Graduate School of Business and Public Policy advances graduate education by developing leadership qualities and managerial capabilities. Students' skills in carrying out professional responsibilities and leading organizations are enhanced by developing abilities in critical thinking, problem solving, military decision making, policy setting, analysis, and organizational effectiveness.

Educational requirements for all student programs include management fundamentals; funds management; accountability, control and auditing; cost management and analysis; strategic vision and defense budgeting; contract and program management, economy, efficiency and effectiveness; strategic resource management and strategy and policy.

Depending on their educational background, prior work experience and career goals, students may chose additional formal training in the subject areas of foreign languages, acquisition and contract management, information management, manpower management and logistics and supply chain management.

ATTACHMENT 1

APPLICATION INSTRUCTIONS

1. Civilians must submit their complete applications thru command channels by **5 April 2006** to:

OASA(FM&C), SAFM-PO
109 Army Pentagon
Washington, DC 20310-0109

Telephone Contact: (703) 692-7413 or DSN 222-7413

Active Component Officers must submit their applications by **5 April 2006** to:

Commander, Human Resources Command
Attn: AHRC-OPC-F
200 Stovall Street
Alexandria, VA 22332-0416

Telephone Contact: (703) 325-3112 or DSN 221-3112

The Privacy Act statement, nomination selection criteria and the forms for the Army nomination packet are at Attachment 3. These forms must be submitted in one copy on unstapled, single-sided documents (reverse sides blank). Commanders and agency heads should rank candidates in priority order.

2. Documents for Naval Postgraduate School-Graduate School of Business and Public Policy. Request original college transcripts and GMAT scores be sent to Naval Postgraduate School Graduate School of Business and Public Policy (school code 4831) at the same time they are sent to us in the Army. Careerists selected for DMBAFMP will apply to the Naval Postgraduate School Graduate School of Business and Public Policy after being formally notified of selection for this opportunity. For related information, visit the Naval Post Graduate School Graduate School of Business and Public Policy web site at www.nps.edu.

A board of senior Army resource managers will evaluate Army nominations, interview candidates and propose a selection list for approval by the CP 11 Functional Chief Representative. Approved candidates will be offered training at Naval Postgraduate School Graduate School of Business and Public Policy. The CPAC will issue orders assigning the selectee to long-term training (LTT) and out-process the selectee for the Naval Postgraduate School Graduate School of Business and Public Policy. During out-processing, the new DMBAFMP student will sign an agreement committing to continue in DoD employment upon graduation for three times the length of the training (i.e., 42 months) and will also sign an agreement covering contingencies in the event of failure to complete DMBAFMP.

HRC career managers and Leader Development Division will screen and approve officers' nominations before their nomination packages are forwarded to the CP 11 Functional Chief Representative for final approval for the Naval Postgraduate School – Graduate School of Business and Public Policy. Upon HRC approval, the Leader Development Division will forward approved military packages to OASA(FM&C), SAFM-PO.

PRIVACY ACT STATEMENT

The Privacy Act of 1974 (Public Law 93-579) requires each individual who is asked to volunteer, or is required to furnish personal information, or about whom personal information will be furnished, to be advised of the following:

Authority. Chapter 41, Title 5, United States Code.

Principal Purpose. To provide information to Department of the Army officials for use in assessing personal skills, knowledge and abilities needed to support proposed training assignments and in making selections for post-training assignments for civilian employees.

Routine Uses. Information to be furnished by or about civilian employees nominated by employing activity for official assignment to the Defense Masters in Business Administration in Financial Management Program will be used by Department of the Army officials to process approval of proposed assignments.

Mandatory or Voluntary Disclosure and Effect on Employee when Information is Not Provided. Disclosure by or about a civilian employee of personal information requested for nomination to the Defense Masters in Business Administration in Financial Management Program such as position title, series and grade, annual salary and employment history is mandatory. Nondisclosure of information may prevent Department of the Army officials from giving employees full consideration for resources requested from Department of the Army to support proposed assignments.

CRITERIA FOR NOMINATION AND SELECTION

DMBAFMP seeks to develop competencies in Economics, Accounting, Finance, Management Information Systems, Human Resources, Marketing, Operational Management, Ethics, Data Analysis, Business Strategy, Dispute Resolution, Public Entrepreneurship and Budgeting, and Administrative and Business Law. DMBAFMP classes address U.S. national defense policy, contracting and activity-based costing. Seminars in Financial Management and Management Accounting link academic experience with practical exposure to field resource and financial management in the dynamic Defense environment. Students graduate with Master of Business Administration degree.

To be considered, a DMBAFMP candidate should (1) have, by the time classes start: (a) a “Secret” security clearance, (b) three years professional (GS-9 and above) Government civilian or military resource management experience, and (c) five years total Government service; (2) be in grade GS 11-13 or CPT-MAJ when applying; and (3) be in a position covered by (a) the Comptroller Civilian/Military Career field (CP 11 or FA45), (b) any other career program (e.g., CP 13, Supply Management; CPs 16 and 18, Engineering and Science; CP 26, Manpower and Force Management; CP 34, Information Technology) that includes significant resource management duties, and/or (c) Acquisition workforce position category K (Business, Cost Estimating and Financial Management).

University Requirements for Entry. A foundation in mathematical skills and concepts is required for the DMBAFMP’s strong quantitative methods focus. A baccalaureate degree with above-average grades is required. Completion of at least two semesters of college algebra or trigonometry is considered to be the minimum mathematical preparation. Officers from the U.S. Services and DoD employees may start the program with widely varied academic backgrounds. Each student's prior academic work and related military and civilian experiences are evaluated for courses previously completed and applicable to the student's concentration area for possible validation examination to satisfy some required core courses. Candidates should also be conversant in the operation of personal computers and familiar with basic software application packages related to word processing, spreadsheets, graphics and Microsoft Excel.

Evaluation Factors. Evaluation criteria to be applied by the selection board include: career goals, demonstrated breadth of experience, leadership skills, potential for further advancement, and board interview results. These factors will influence ratings against the criteria: (1) the individual’s demonstrated performance in a variety of resource management positions; (2) the timeliness of this training program and a reasonable expectation that the acquired knowledge and skills will be utilized upon completion of training; (3) the probability of completion of the program, based on the nominee’s GMAT score (500 being the minimum score acceptable to the Naval Postgraduate School Graduate School of Business and Public Policy, undergraduate grade point average and any actual experience in graduate course work; and (4) the extent of involvement in self-development activities such as off-duty job-related education/ training and participation in related professional organizations.

ATTACHMENT 4

NOMINATION REQUIREMENTS

Complete packages for the DMBAFMP Class of 2007 will be assembled as shown below. Send one copy of all pages (single-sided) through the MACOM DCSRM to OASA (FM&C) by 5 April 2006. Active component officers must submit their packages to Cdr, HRC by 5 April 2006.

A - Command Endorsements. Strong endorsements from Commands and senior Resource Management officials (command and/or HQDA) that cite recognized work accomplishments are highly desirable. Commanders should also rank-order multiple candidates.

B - Application for ACTEDS Training. http://cpol.army.mil/cgi-bin/acteds/catalog/pop_form3.cgi

C - Nominee's Statement of Interest (accompanying). http://cpol.army.mil/cgi-bin/acteds/catalog/pop_form1.cgi State short- and long-term career goals; express desire to attend the DMBAFMP, including how it would fit in pursuit of career goals; assess how both candidate and the Army would benefit from DMBAFMP; acknowledge AR 690-400 training agreement obligations and willingness to remain in the service of DoD for at least 42 months following DMBAFMP graduation; state willingness to abide by the Naval Postgraduate School Graduate School of Business and Public Policy's rules and regulations; describe professional and personal expectations in an operational assignment; and assess ability to fill the required mobility agreement.

D - Proposed New Assignment Form (accompanying). It is recommended that civilians be placed in a new assignment within their command upon graduation. Candidates will state preferences for work location, job series, and command level. Supervisors will identify and recommend a new assignment in the same command or agency for the candidates.

E - Functional Review Form. To access form type in the following url link, http://cpol.army.mil/cgi-bin/acteds/catalog/pop_form7.cgi note the underline character after "pop."

F - Supplemental Information (includes Supervisory Rating and Endorsements) http://cpol.army.mil/cgi-bin/acteds/catalog/pop_form8.cgi note the underline character after "pop."

G - CP 11 Resume Form, Career Employee Record (accompanying), dated and signed.

H - College Transcripts. Two official copies must be sent directly from each school to Naval Postgraduate School Graduate School of Business and Public Policy (concurrently with one to the Army), each showing undergraduate or graduate work.

I - GMAT Score. Candidates must have taken the GMAT after June 2001. A 500 score is required for admittance to Naval Postgraduate School. GMAT scores must be available at the time the DMBAFMP selection board convenes during 2nd Qtr FY 2006. The board reserves the right to further consider candidates below a score of 500, as appropriate. Submit scores of GMAT taken later than June 2001 with nomination packages, and request the Educational Testing Service (ETS) to send the same scores directly to Naval Postgraduate School Graduate School of Business, school code 4831. Otherwise, arrange with ETS to take the GMAT no later than TBD, with results to be sent both to the candidate and to school code 4831. GMAT scores are due to the Naval Postgraduate School and to HQDA, mailing addresses above, by 5 April 2006. Nominees whose GMAT scores are not available when the DMBAFMP selection board convenes may not be further considered.

J - SF 181, Race/National Origin Identification. <http://www.opm.gov/forms/html/sf.htm>

All documents are located at <http://www.asafm.army.mil/proponency/powbt/careerdevelopment/DMBAFMP.html> or listed website addresses.

MAIL ALL DOCUMENTS TO:

OASA(FM&C), SAFM-PO
109 Army Pentagon
Washington DC 20310-0109
Contact Phone: (703) 692-7413

ATTACHMENT 5

NOMINEE'S STATEMENT OF INTEREST

State, in 300 words or less on this page, (1) why you want to be a participant in the Defense Masters in Business Administration in Financial Management Program, (2) the contributions you will bring to the program, and (3) what benefits to the Army you feel are likely to result from your participation. Date and sign the statement at the bottom.

ATTACHMENT 6

PROPOSED NEW ASSIGNMENT WORKSHEET

1. (To be completed by the SUPERVISOR.) Identify and describe a position in your organization, command or agency that would be made available as a post-training assignment. Specify job series, grade, organizational element, and principal duties of the position, and provide TDA paragraph and line number where available.

USE ONLY THE ONLINE ELECTRONIC VERSION OF THIS CP 11 RESUME

Privacy act statement: Title 5 of the US Code, sections 1302, 3304, is the authority for gathering employment data. The principal purpose of this form is to collect information needed to determine qualifications for position change (reassignment, promotion, etc.) It is in your best interest to furnish all necessary information to receive appropriate credit, although it is not mandatory to do so. Disclosure of your SSN is mandatory to obtain the services, benefits, or processes that you are seeking and is authorized by E.O. 9397. The SSN is used as an identifier throughout the period your application is valid. ~~The use of SSN is made necessary due to the large number of applicants who have identical names and birth dates.~~ The information gathered through the use of the SSN will be used only when necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records.

NAME (Last, First, MI)	DSN NUMBER	SOCIAL SECURITY NUMBER	ACCREDITATION LEVEL
EMPLOYING OFFICE ADDRESS (Include office symbol and ZIP Code)	AREA CODE AND COMMERCIAL NO.		
	COMMAND/AGENCY	NAME (Last, First, MI) OF IMMEDIATE SUPERVISOR	
E-MAIL ADDRESS AND OFFICE SYMBOL	DSN AND COMMERCIAL NO. OF IMMEDIATE SUPERVISOR		DATE

PART I - EXPERIENCE

Describe present and previous positions held in government, industry, or military service. Start with PRESENT position and work back. List separately those positions characterized by differences in grade or in major duties, or in employing office. Include significant temporary promotion or detail for periods over 30 days (clearly identify as such in experience block used). In space provided for block 5, identify and summarize additional periods of relevant career field related experience. If needed, additional experience blocks are provided on the CP 11 Resume Form Continuation Sheet.

1	FROM (Mo - Yr)	TO (Mo - Yr)	SERIES	GRADE	POSITION TITLE	ORGANIZATIONAL TITLE (If Supervisor)
---	----------------	--------------	--------	-------	----------------	--------------------------------------

DESCRIPTION OF WORK

2	FROM (Mo - Yr)	TO (Mo - Yr)	SERIES	GRADE	POSITION TITLE	EMPLOYING OFFICE AND LOCATION
---	----------------	--------------	--------	-------	----------------	-------------------------------

DESCRIPTION OF WORK

3	FROM (Mo - Yr)	TO (Mo - Yr)	SERIES	GRADE	POSITION TITLE	EMPLOYING OFFICE AND LOCATION
---	----------------	--------------	--------	-------	----------------	-------------------------------

DESCRIPTION OF WORK

4	FROM (Mo - Yr)	TO (Mo - Yr)	SERIES	GRADE	POSITION TITLE	EMPLOYING OFFICE AND LOCATION
---	----------------	--------------	--------	-------	----------------	-------------------------------

DESCRIPTION OF WORK

NAME (Last, First, M I)	SOCIAL SECURITY NUMBER	DATE
-------------------------	------------------------	------

PART I - EXPERIENCE (Continued)

5	FROM (Mo - Yr)	TO (Mo - Yr)	SERIES	GRADE	POSITION TITLE	EMPLOYING OFFICE AND LOCATION
---	----------------	--------------	--------	-------	----------------	-------------------------------

DESCRIPTION OF WORK

PART II - EDUCATION (Show only formal education beyond high school)

FROM (Mo - Yr)	TO (Mo - Yr)	HOURS		DEGREE	MAJOR	SCHOOL AND LOCATION (City and State)
		SEM	QTR			

PART III – MANDATORY CP 11 TRAINING, ELECTIVE TRAINING, PROFESSIONAL DEVELOPMENT (Include

FROM (Mo - Yr)	TO (Mo - Yr)	DAYS	DESCRIPTION	LOCATION (City and State)

PART IV – PROFESSIONAL CERTIFICATES, AWARDS AND RECOGNITION

FROM (Mo - Yr)	TO (Mo - Yr)	KIND OF AWARD OR NATURE OF ACHIEVEMENT / CERTIFICATION	AWARDING / CERTIFYING AGENCY (City and State)

STATEMENT OF EMPLOYEE THE INFORMATION I HAVE FURNISHED ON THIS FORM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND HAS BEEN SUBMITTED IN GOOD FAITH.	DATE	SIGNATURE OF EMPLOYEE
---	------	-----------------------

